

# How to Use VEH100, Fuel Card & Fuel Management Services



EPPs on this Contract

**Contract #:** VEH100      **Contract Duration:** 09/01/2016 – 08/31/2019

**MMARS #:** VEH100      **Options to Renew:** Two (2) two-year options

**Contract Manager:** Lisa Westgate - [Lisa.Westgate@state.ma.us](mailto:Lisa.Westgate@state.ma.us), 617-720-3112

**This contract contains:** Environmentally Preferable Products (EPP) and Prompt Payment Discount Programs (PPD)

**UNSPSC:** 84-12-16, 78-18-03

**Last change date:** 09/07/2016

### Contract Summary

This is a full service contract to provide Fuel Cards and Fuel Management Services to the Commonwealth of Massachusetts and Eligible Entities as users of fleet vehicles.

### Who Can Use This Contract

**Applicable Procurement Law:** M.G. L. c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Benefits and Cost Savings

- Prompt Payment Discounts (See Prompt Payment Discounts, PPD on next page)
- Volume Rebates high volume pump transactions (See volume rebates on next page)
- Additional savings for using Gulf (See Gulf rebates on next page)

## How to Use This Contract

If you are transitioning from VEH84a to VEH100 with a current statewide contract account there is no action required. The same cards and accounts will be used.

All new accounts, eligible entities are required to submit a scanned Fuel Card Service Agreement (see below) via email to [Governmentmailbox@wexinc.net](mailto:Governmentmailbox@wexinc.net). Upon completion of a fuel card services agreement, the contract user should call WEX Inc. directly to place an order for fuel cards and refer to Statewide Contract VEH100. Fuel cards are restricted to the purchase of fuel only.

## Pricing and Purchase Options

### Payment Timing Rebates

PPD is applied if balance is paid day 0 to day 5 a Prompt Payment Discount (PPD) of 0.08% will be reflected two months in arrears.

PPD is applied if balance is paid day 6 to day 10 a Prompt Payment Discount (PPD) of 0.06% will be reflected two months in arrears.

### Volume Rebates

Volume rebates are only credited to accounts that are paid within 45 days of invoice. The rebates are processed by the vendor and reflected two months in arrears on invoices for the following monthly gallon usage:

A credit of 1.30% will be applied to all individual accounts that have paid within 45 days of invoice when the aggregate statewide contract monthly spend is: \$1.00 to \$1,499,999.

A credit of 1.45% will be applied to all individual accounts that have paid within 45 days of invoice when the aggregate statewide contract monthly spend is: \$1,500,000+.

### Gulf Rebates

A Gulf Oil discount of \$0.02 off per gallon will be applied monthly in arrears for all gas purchased at all other Gulf Oil locations anywhere.

WEX offers an app (see below) that assist drivers in finding the lowest priced gas in the area. It is recommended if a Gulf station is both convenient as well as lower priced that when possible gas should be purchased at Gulf stations.

## Invoices

The Volume and Prompt Pay Discounts are both time sensitive as well as paperless. Invoices can be downloaded on the first day of each month by following the Job Aid below.

## How to Place an Order in COMMBUYS

REMINDER: *RPA Release should be utilized when process impracticality and/or emergency situations prevent the standard COMMBUYS purchase order processes from being followed to process paper invoices.*

Once an invoice is downloaded and reviewed the process is as follows:

- Initiate a new requisition, making sure to select **RPA Release** for Requisition Type.
- Search for an item on the **items tab** of the requisition; use VEH100 in the description field; to narrow your search, you can also enter the vendor you have chosen into the vendor name field.
  - Note: Make sure you reference the correct MBPO.
- Select the appropriate catalog line.
- Enter the total price.
- Attach the vendor invoice. *Enter only one invoice per release requisition.*
- Submit for approval.
- When sent to PO, the requisition will become a **Completely Received Purchase Order**.

For more information, see the [How to Create an RPA Release Requisition](#) job aid.

## Additional Information

**Awarded Vendor: WEX Inc.**

[Customer Service - 800-492-0669](#)

**Government New Account Assistance:** Complete the Fuel Card Services Agreement below and email.

Contact: Tanya Watson or Phil Kent

Phone: 866-527-8870

Email: [Governmentmailbox@wexinc.net](mailto:Governmentmailbox@wexinc.net)

**OSD Questions, Comments and Complaints:**

Contract user Comments and/or Complaints regarding any aspect of this contract can be emailed directly to the WEX Inc. customer service and to the OSD Contract Manager, Lisa Westgate at [Lisa.Westgate@state.ma.us](mailto:Lisa.Westgate@state.ma.us)

# VEH100 ADDENDUM TO FUEL CARD SERVICES AGREEMENT

## ACCOUNT INFORMATION

**Subject to NJPA Contract #SW 042016-WEX and Massachusetts Statewide Contract VEH100**

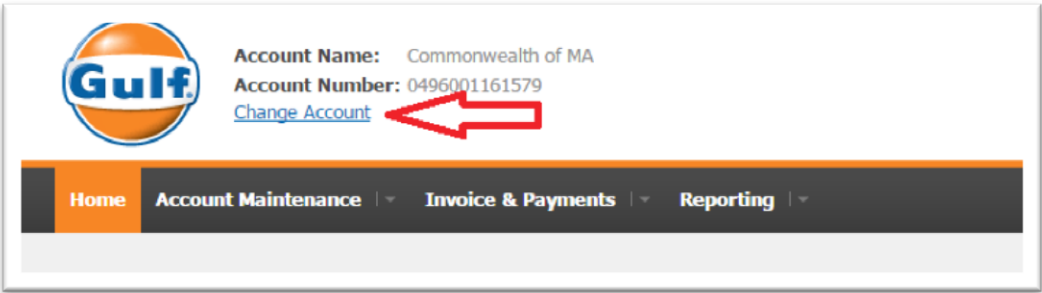
Participating Entity agrees that in the event the account is not paid as agreed, for non-government eligible entities, Card Issuer may report the undersigned's liability for and the status of the account to credit bureaus and others who may lawfully receive such information.					
Participating Entity			Phone #		Fax#
Write Participating Entity name as you wish it to appear on cards. Limit of 20 characters & spaces. Unless specified, no company name will appear on cards. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
Headquarters Name and Physical Address (Do not include PO Box)				Applicant's Taxpayer ID # (TIN, FEIN or SSN)	
In Business Since (yyyy)	Year of Incorporation (yyyy)	Number of Vehicles	Avg Monthly Fuel Expenditures \$	Avg Monthly Service Expenditures \$	
Billing Contact		Billing Address		City	State Zip+4
Designate the Fleet Contact authorized to receive all charge cards, reports, and other such information we provide from time to time and to take actions with respect to your account and account access. This is also the person designated by your company to provide all fleet vehicle, driver and other information we may request.					
Authorized Fleet Contact Name		Title	Phone #	Fax #	
Mailing Address (if different from billing address)			City	State	Zip+4
Email address (required to take advantage of product type card controls)					
<b>Card Controls:</b> To help us estimate your credit needs, indicate the types of cards you anticipate using. If you provide a valid email address above, you can select from these product type options: <input type="checkbox"/> All Products <input type="checkbox"/> Fuel & Service <input type="checkbox"/> Fuel & Fluids with Roadside Assistance <input type="checkbox"/> Fuel with Roadside Assistance <input type="checkbox"/> Mix of card types					
<input type="checkbox"/> Check here if business is exempt from motor fuels tax					
INFORMATION SHARING DISCLOSURE: Information regarding your transactions may be provided to accepting merchants or their service providers to facilitate discounts or other promotional campaigns of interest to you.					
AUTHORIZED SIGNATURE REQUIRED					
Any person signing on behalf of the Participating Entity has been duly authorized by all necessary action of Applicant's governing body, and that the undersigned is authorized to make this application on behalf of the Participating Entity.					
Participating Entity:			WEX BANK		
By: _____			By: _____		
(Contracting Agency's Authorized Signatory)					
Printed Name: _____			Printed Name: _____		
Title: _____			Title: _____		
Date: _____			Date: _____		
FOR OFFICE USE ONLY					
Opportunity Number	Sales Code	Plastic Type	Coupon Code	Account Number 04	

Our bank complies with Section 326 of the USA PATRIOT Act which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents for your business.

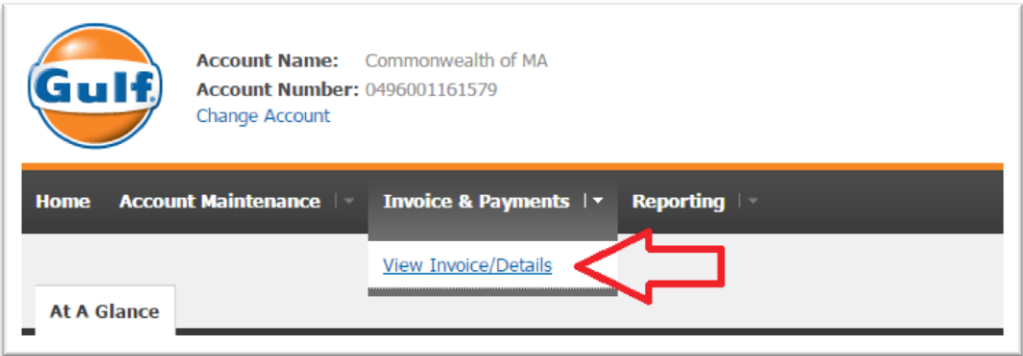
**Complete, sign and scan Addendum to [Governmentmailbox@wexinc.net](mailto:Governmentmailbox@wexinc.net)**

# Commonwealth of Mass - How to Pull Invoices Online

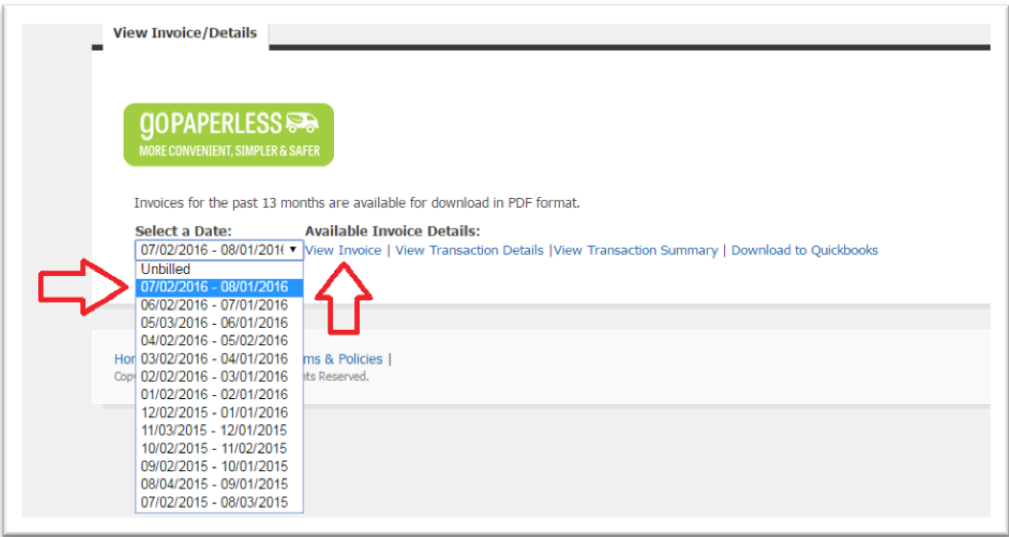
1. Go to [www.gulffleetonline.com](http://www.gulffleetonline.com)
2. Log in using your user name and password
  - a. If you do not have a user name and password, please contact your fleet manager to request access
3. If you have access to multiple accounts, you will need to select the account you wish to access the invoice for. You can do this by click “Change Account” and then selecting the appropriate account



4. Under the Invoice & Payments drop down, click on “View Invoice/Details”



5. Select the billing period you would like the invoice for:



6. The invoice will open in new window, and you can save as PDF.

## WEX CONNECT

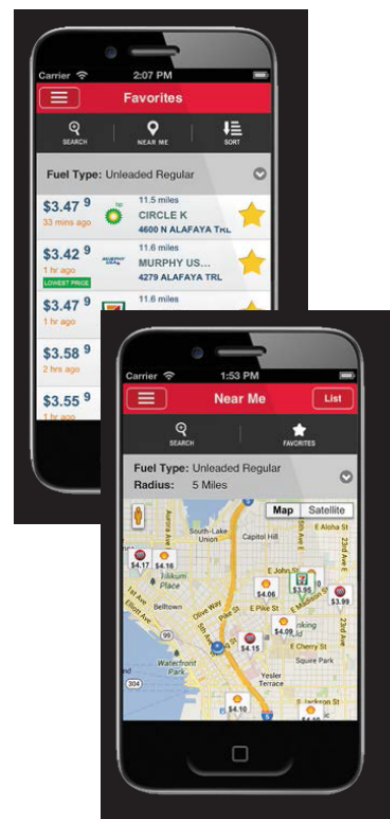
# QUICKLY FIND THE LOWEST FUEL PRICE IN YOUR AREA



WEX Connect is the industry's first mobile fuel site locator to give you accurate prices based on real-time fuel transaction data. It's easy to use, offering maps and directions to find the cheapest gas anywhere in the country.

- Easily share the app through facebook, texting and email messaging.
- Find sites that offer alternative fuels, such as: Diesel, E85 & CNG
- Ability to lock nearby and favorite stations in as your "favorites" to avoid future searching time.
- Emergency Fuel Access! Even in adverse weather or power outages, know where the nearest fuel is still available.

**DOWNLOAD THE FREE APP NOW!**



For more information, visit  
[www.WEXinc.com](http://www.WEXinc.com)